

1. Introduction

A grant is any payment made by the Council to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Council. The Council awards grants, at its discretion, to Parish organisations which can demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service.
- Enhancing the quality of life.
- Improving the environment.
- Promoting the Parish of Cuckfield in a positive way.
- For running costs of a viable group that is experiencing a period of hardship.
- For hosting special events or celebrations.

2. Processing Applications

- The Clerk to the council will receive all applications in the first instance.
- Applicants will be required to complete an application form unless agreed otherwise by council.
- All applications must include the most recent copy of their annual accounts.
- Any additional information required by Council prior to making a decision or arising from the application form, should be fully answered and any additional appropriate information provided by the applicant.
- The Council will review grant applications twice a year. For 2019-20, the deadlines for receipt and review are as follows:

| Application Deadline Date | Application Review Date |
|---------------------------------|--------------------------------|
| 30 th September 2019 | 10 th October 2019 |
| 7 th February 2020 | 20 th February 2020 |

3. Conditions

- Grant applications will be considered by Full Council.
- The Parish Council will not fund activities outside its powers and functions.
- Grants will not be awarded to individuals.
- Grants will not be made retrospectively.
- Additional applications within a 12 month period will not normally be considered.

- Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
- Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.
- If the group is unable to use the award for the stated purpose, all monies must be returned to the Parish Council.
- All awards must be properly accounted for and evidence of expenditure should be supplied as requested.
- If the Parish Council is not satisfied with the arrangements, they reserve the right to request a refund of monies awarded.
- The policy may be amended at any time by Council following a motion having been published on the agenda beforehand being carried.
- Total Grants awarded in each financial year should not exceed the budgeted amount agreed by Council unless resolved otherwise by Council.

CUCKFIELD PARISH COUNCIL

The Queen's Hall, High Street, Cuckfield, RH17 5EL



GRANT APPLICATION FORM

| | | |
|--|--------|--|
| Name of Organisation | | |
| Contact Name and Address | | |
| Telephone Number | | |
| Email Address | | |
| Position | | |
| Is the Organisation a Registered Charity? If yes, please provide Charity Number | Yes/No | |
| Amount of grant requested | £ | |
| What is the nature of your organisation's activity? | | |
| | | |
| What are the aims and objectives of your organisation? | | |
| | | |

| | | | | | |
|---|--|-----|-------------------------|----|--|
| When was your organisation formed? | | | | | |
| Has it operated previously under another name? | | Yes | | No | |
| If so, when did the change take place? | | | | | |
| Is your organisation part of, or affiliated to, a national organisation? | | Yes | | No | |
| If yes, please provide details | | | | | |
| What is the catchment area of your organisation? | | | | | |
| | | | | | |
| How many members belong to your organisation? | | | | | |
| Cuckfield Residents | | | Non Cuckfield Residents | | |
| If your organisation is not membership based, please give details of the number of people you work with/provide services for and how many are resident within Cuckfield | | | | | |
| | | | | | |
| Briefly describe the project or purpose for which you require a grant | | | | | |
| | | | | | |

| | | | | |
|---|-------------|--|----|--|
| How will this project benefit the community or residents of Cuckfield? | | | | |
| | | | | |
| Is your organisation VAT registered? | Yes: VAT No | | No | |
| When do you intend to start the project? | | | | |
| Completion Date | | | | |
| Have you previously received, or applied for, a grant from Cuckfield Parish Council? | Yes | | No | |
| If YES, please give details of amount(s) and year(s) | | | | |
| | | | | |
| Please add any further information in support of your application (additional literature, leaflets or recent annual reports may be enclosed with the application) | | | | |
| | | | | |

Declaration

I declare that I have read and accept the conditions of the grant and that I have answered all questions fully and truthfully. I also declare that any grant made will be used solely for the purposes outlined in this application. I understand that Cuckfield Parish Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

| | |
|------------------|--|
| Full Name | |
| Signed | |
| Position | |
| Date | |
| Email | |

GRANTS – IMPORTANT

Documents to send with your application

The following documents **MUST** be submitted with your application:

1. A copy of your organisation's Constitution, signed and dated by the Chairman.
2. If your organisation works with children or vulnerable adults a copy of your Safeguarding Policy and Procedures must be enclosed.
3. A copy of your organisation's audited or independently examined accounts including balance sheet for the past 2 financial years, and a copy bank statement and bank reconciliation as at the last balance sheet date. If your full year accounts are **older than 12 months** from the date of this application, a signed* interim set of accounts or management accounts will be required also.
4. Up to date bank statements of any current and investment accounts.
 - a. Should there be a severe deterioration between your bank statement at the audit date and your up to date statement, this will need to be explained:
5. In the case of a newly formed organisation, a budget and business plan should be sent including specification of how the project will be managed.

Please note: the payment of the grant by the Parish Council is made strictly on the understanding that should the project not go ahead, all monies will be returned to the Parish Council.

When completed, please send this form together with supporting documents to:

Sam Heynes
Parish Clerk
Cuckfield Parish Council
The Queen's Hall
High Street
Cuckfield
West Sussex
RH17 5EL

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sam.heynes@cuckfield.gov.uk